

DRS and [Department] Accommodated Testing Partnership Agreement

Purpose:

This is an agreement of collaboration between Disability Resources for Students and [Department] to facilitate approved alternative testing accommodations for [Department] students registered with DRS.

Roles

DRS Role:

- Provide a space analysis to determine what department available spaces would suit accommodation needs
- Provide distraction reducing equipment if needed. May include: noise canceling headphones, cardboard dividers, earplugs
- If needed, recruit, on board, and train proctors to aid in the administering of accommodated exams
- Connect proctor to designated departmental contact

Department's Role:

- [Review the descriptions of 3 Most Common Testing Accommodations](#) & [DRS General Proctor Job Description 2017](#)
- Identify space in department for exam and partner with DRS on completing the Testing Partnership Agreement (below)
- Provide proctor with any necessary orientations to the program or process
- Provide any necessary day-of instructions to proctor
- Maintain communication with DRS regarding any difficulties or complications with accommodated exam administration
- Communicate exam dates and locations to DRS students

[Department] Space Analysis Overview:

Room	Capacity for Reduced Distraction	Suggestion
		EX. Create individual work stations by putting tables against walls or staggering seats